CONNECTICUT STATE DEPARTMENT OF EDUCATION
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TO: Adult Education Directors
             Federal Funded Grantees
             Cooperating Eligible Entities

FROM: Paul F. Flinter, Chief

DATE: May 10, 2005

SUBJECT: Adult Education Operational Memorandum # 07-05
             - Statewide Policy Forum, June 10, 2005
             - Policy Forums for Fiscal Year 2006
             - End of Year (EOY) Data Entry
             - Workforce Coordinating Committee
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             - Workplace Speaking Assessment Pilot
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Statewide Policy Forum, June 10, 2005

The last policy forum for Adult Education Directors in Fiscal Year 2004-05 will be held on **Friday, June 10 from 9:30 AM to 11:30 AM** at the Four Points Sheraton in Meriden. Directions are available online at http://www.crec.org/atdn/workshops/directions/sheraton4pts.htm. Please note the time change to the morning. The proposed agenda includes:

- State Budget Update
- ED-241/141
- WIA Reauthorization
- Professional Development Model for FY 06
- Project STAR
- Writing Assessment
- Workforce Education
- Credit Diploma Program Survey Results
- CT Adult Virtual High School for Fiscal Year 06

Policy Forums for Fiscal Year 2006

The Bureau will hold three statewide policy forums next fiscal year on the following dates:
- Friday, September 23, 2005

- Friday, January 20, 2006
- Friday, June 9, 2006

All forums will be held in the morning between 9:00 and 12:00 AM at the Four Points Sheraton in Meriden. We thank The Connecticut Association for Adult and Continuing Education (CAACE) for working with us to accommodate this time change.

The statewide meeting for Program Facilitators only will be held in the afternoon of September 23, 2005. Program Facilitators are strongly encouraged to attend the Statewide Policy Forum on the morning of September 23.

End of Year (EOY) Data Entry

The deadline for programs to complete all data entry on the Connecticut Adult Reporting System (CARS) for Fiscal Year 2005 is **Friday, July 15, 2005**. No extensions will be provided. The CARS system will be locked and no data entry for FY 05 will be possible after July 15, 2005. Programs should utilize the online data verify on the CARS Web site to ensure that data is complete and error free. When you have completed data entry for FY 05, please notify Gina Hoag at gina.hoag@po.state.ct.us.

Please use the attached data entry checklist to ensure that all critical data is entered. Remember that officially scored pre-post test scores from the Functional Writing Assessment are entered in the Assessment tab along with all other pre-post tests. Please refer to the CARS policies available online at http://www.state.ct.us/sde/deps/Adult/accountability/carspolicies.pdf for additional clarification. If there are any questions, please contact Ajit Gopalakrishnan at ajit.gopalakrishnan@po.state.ct.us.

Workforce Coordinating Committee

During the last two years, the State Department of Education has worked to increase the capacity of adult education providers to serve the learning needs of adults in the workplace and to ensure that adult education is a vital partner in the workforce development system. Significant strides have been made to align adult education more closely with the state's workforce development system through strengthened ties with workforce investment boards, one-stop personnel and regional business organizations. The Department recently convened a new Workforce Coordinating Committee for the purpose of moving toward more effective integration of workforce education and employment and training services. Committee membership includes the State Department of Education; adult education directors; community colleges; workforce investment boards; the Departments of Economic and Community Development, Labor, and Social Services; and the Office for Workforce Competitiveness. The Coordinating Committee has met twice in the last month, has adopted a mission statement, and has begun to schedule regional meetings to create regional, user-friendly systems in order to respond to employer needs with fast, flexible and comprehensive education and training solutions.

Three-day Workforce Education Model Training

Training in the 3-day Workforce Education Model has been scheduled for September 28, 29 and 30. Adult education programs that are interested in becoming part of the Workforce Education

Initiative Network should contact Maureen Wagner at maureen.wagner@po.state.ct.us or at 860-807-2102.

Professional Development

We are happy to announce that the Professional Development Model instituted during 2004-2005 will continue for another year. ATDN in cooperation with the Bureau will continue to pilot the new diversified model for delivering professional development. You will hear more details at the June Statewide Policy Forum. In addition, we are pleased to announce that for 2005-2006 there will be a professional development catalog of trainings, opportunities and events. The catalogue will be distributed at the June Forum and prior to that date, ATDN will be contacting you to obtain the approximate number of teachers/staff in your program. They have made plans to distribute one (1) copy of the catalogue to each teacher/staff.

Workplace Speaking Assessment Pilot

The Connecticut Competency System (CCS) provides a wide array of assessments to assess a learner's ability in listening, reading, math, and writing. CASAS (Comprehensive Adult Student Assessment System) has recently released the Workplace Speaking Assessment: a performance-based assessment that measures an English-as-a-Second Language (ESL) learner's ability in speaking the English language. It is designed for adult ESL learners who are currently employed and functioning in the high beginning to advanced ESL levels. For Fiscal Year 2006, the Bureau is planning to conduct a small pilot project to explore the feasibility of its use in Connecticut. Information about participating in this pilot project will be presented at the *Adult Education at Work* meeting on Thursday, May 12 and at the *Program Facilitator Advisory* group meeting on Friday, May 13. Please contact Ajit Gopalakrishnan at ajit.gopalakrishnan@po.state.ct.us for more information.

Focus on Basics Survey

We are forwarding the message below on behalf of the National Center for the Study of Adult Learning and Literacy (NCSALL) which publishes the *Focus on Basic* newsletter. Please feel free to complete this survey if you have personally used the Focus on Basics. Please also share this with teachers.

"Please help us understand what impact reading Focus on Basics has on adult basic educators. Go to this link (http://www.ncsall.net/index.php?id=692) and complete the brief survey you'll find there. It will take about 10 to 20 minutes. This is your chance to tell us how you use the publication, what you like about it, and how to improve it. We'll use the information not only to understand what kind of impact Focus on Basics is having, but also to ensure that it is as relevant and useful as possible. Thank you for participating. We will notify you when the results are available; they'll be posted on the NCSALL Web site."

Thank you.

CARS Data Entry Checklist

Demographics

SSN: Though the social security number is not a required field (except when the Reason for Enrollment is employment related), please try to provide SSNs for as many students as possible.

IMPORTANT: Date Exited: This refers to the date on which the student is no longer retained in the entire program. The new CARS release will position this field in the Enrollment screens in addition to the Demographics screen. Since **Enter Employment, Retain Employment, Enter College,** and **Earn a HS Diploma** can now be set as multi-year goals, the Bureau will follow-up on students with these goals if they exit the program.

Entry Status

Even Start Applicant: Please ensure that this box is checked for all Even Start adults who have met the Even Start enrollment criteria.

Welfare Status: Please ensure that you check the appropriate button for students who are on welfare at program entry. This field defaults to "Neither".

Reasons Enrolled

IMPORTANT: Enter Employment, Retain Employment, Enter College or Post-Secondary Training, and **Earn a HS Diploma** are multi-year goals. As a result, the Bureau will follow-up on students with these goals only if they exit the entire program (see Date Exited).

Assessments

Please ensure that all Assessment scores including the officially scored pre-post test scores from the Functional Writing Assessment (FWA) scores are entered in the Assessment tab.

Student Achievements

Earned a HS Diploma: If a student has earned a diploma, please ensure that you check the appropriate diploma.

IMPORTANT – General Educational Development (GED) Subtests and External Diploma Program (EDP) Tasks: Please check the appropriate subsections passed either on the official practice test or the GED test, and the EDP tasks completed. These checks on the "Student Achievement Screen" for GED and EDP will be used to determine level completion percentages for programs to meet their core performance indicators.

Transfer Credits (Credit Diploma Programs Only)

Please ensure that the transfer credits earned prior to FY 2005 are entered for each CDP student. Transfer credits information is used to determine **level completion percentages** for programs to meet their core indicators of performance.

CARS Data Entry Checklist

Since a formal transcript is now available through CARS, programs are encouraged to enter complete transfer credit information.

Enrollment Status

Retention Type: If Retention Type is "Not Retained", please ensure that you check **either** a Reason Left ("negative" reasons) **or** an Enrollment Achievement ("positive" reasons), but not both.

Enrolled Date: Please ensure that this date is accurate and within the start and end dates of the course-section to prevent it from generating data verify Error 901.

Attendance

Please ensure that Attendance hours are entered or No-Show is checked. Checking No-Show for an enrollment implies that the student does not have any attendance hours for that course-section. Checking No-Show will prevent an error message from being generated for having no attendance hours.

For CDP and EDP course-sections, please follow the attendance guidelines outlined in the CARS policies.